

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**GUARDIANSHIP REPRESENTATIVE - 17710**

Monthly Salary Range: \$3237 - \$4749

Regular Test - No Option

Option MC - Manual Communication Skill

Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Guardianship Representative independently performing professional staff functions under general supervision serves as a representative from the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal affairs; manages the estate/financial matters for individuals; conducts interviews with and provides counseling services to a case load of individuals; ensures provision of informed consents for medical treatment of individuals; performs intake services; coordinates and participates in investigations of alleged rights violations by service providers of persons with physical, mental, developmental and/or legal disabilities.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college with coursework in related social science field plus two years of professional experience in a social services area; or an equivalent combination of training and/or experience. Requires successful completion of the National Guardianship Foundation-Registered Guardian Course Review and Exam Course and receipt of certification within the first twelve months of employment. Requires possession of an appropriate valid driver's license (Agency checks). May require working after hours and on weekends while being on call.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option MC - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Champaign, Cook (SS), Madison, Peoria (SS) (MC), Union, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.**

Send a completed original application (CMS-100), to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

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**AN EQUAL OPPORTUNITY EMPLOYEE**

Spec Revision 7-1-00, Grade Statement Added 5-06-02,  
10-1-99 (RC-062-17) Salary 7-1-06, Counties Updated 3-25-02